

Town of Stevensville

AIRPORT POSITION DESCRIPTION

Class Title: Airport Manager

Department: Airport

Date 04/2023

GENERAL PURPOSE:

Manages the day-to-day operations and maintenance of Stevensville Airport.

SUPERVISION RECEIVED:

Works under the supervision of the Mayor.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Mayor in the development of the airport's annual operating and capital budget for the presentation to the Town Council for approval.
- The Airport Manager is the liaison with the FAA and Montana Aeronautics, in complying with their respective standards, rules and regulations.
- Attends the Airport Board monthly meeting, Town Council meetings, Public Hearings, prepares and presents a monthly report to the Airport Board and Town Council.
- Coordinates Airport safety, working with the FAA and the local Fire Departments.
- Communicates with residents, the media as directed by the Mayor and Airport Users regarding Airport activities and safety concerns.
- Attend annual Town of Stevensville budget meetings as needed to develop the Airport budget.
- Coordinate Airport space leasing for hangar development as well as tie-downs.
- Measure and layout new lots to lease per the ALP.
- Issue and cancel all NOTAMS as to Airport conditions.
- Work with the Airport Engineer/Consultant, the Town of Stevensville and the Airport Board to secure grants or loans for Airport maintenance and improvements
- Work with the Airport Engineer/Consultant and contractors on improvements as well as maintenance projects to completion.

- Perform a monthly check list as to FAA guidelines and correct all deficiencies.
- Perform all general maintenance such as;
- Repairing tie-downs
- Spraying weeds on the aprons, taxi-lanes, taxiways, and runway sides.
- Remove gophers/moles for areas that require mowing.
- Maintain Porta-Potty and arrange servicing.
- Inspect and clean all drainage ducts and culverts.
- Repair lighting for the runway, beacon, windsock, PAPA and fuel station
- Maintain all the signage and reflectors.
- Purchase and install new windsocks as required.
- Coordinate the snow removal operations as well as maintain the plow and broom.
- Coordinate grass mowing and maintain mowers.
- Coordinate the removal of wildlife inside the Airport perimeter fence.
- Maintain the wildlife fence.
- Maintain the Airport water system.
- Works with lease holders to maintain the grass around their hangars.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Must possess a valid Montana driver's license.
- Must have a high school diploma or equivalent.

Necessary Knowledge, Skills, and Abilities:

- Must be reliable and conscientious.
- Basic knowledge of aviation principles, radio/navigation systems, general airport operations and applicable Federal, State and County regulations.
- Knowledge of Airport systems including pavements, electrical systems, lighting, and communications systems.
- Knowledge of safe operating procedures required around aircraft on airports.
- Knowledge of the Airport certification manual, airport security program, airport minimum standards, airport rules and regulations, FAA advisory circulars, Federal Aviation Regulations and NOTAMs.
- Experience with Aircraft fueling systems, safety precautions and maintenance, including on site tank refueling procedures.
- Ability to operate and maintain Airport maintenance equipment.
- Ability to work independently with little supervision.
- Ability to communicate effectively in written and verbal formats.
- Ability to deal tactfully with the public.
- Ability and willingness to work flexible hours in adverse weather conditions.

- Willingness to be “on-call” and report as needed.
- Ability to manage multiple tasks and effectively handle stressful situations.
- Experience in management and/or airport operations preferred.

Employee: _____ Date: _____

Appointing Authority: _____ Date: _____